



Minutes - APPROVED

Public Records Board

March 20, 2023; 1:00 PM
Virtual Meeting via Teams

Board Members Present: Paul Ferguson, James Friedman, Staci Hoffman, Julie Landrie, Abbie Norderhaug, Erin Scharlau, and Melissa Schmidt

- 1) **Call to Order:** 1:01 PM. Board Chair, Paul Ferguson, called the meeting to order.
- 2) **Approval of November 21, 2022, Minutes:** Paul Ferguson moved, seconded by Staci Hoffman, that the November 21, 2022, minutes be approved as submitted. The motion was approved. Abbie Norderhaug joined the meeting after this vote.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

3) Committee Reports

a. **Records Management Committee**

- i. **Review of Records Retention Disposition Authorizations (RDAs) on the First Quarter Public Records Board (PRB) Records Series Index:** Committee Chair, Paul Ferguson, reported that the Committee met on February 14, 2023. For ease of review and discussion, the Board will review state agency, University and local unit submissions first, then the General Records Schedules (GRSs).

Paul opened a discussion of non-GRS submissions by Board members. Board members asked questions about specific submissions, which were discussed and answered by agency representatives in attendance when possible.

Paul Ferguson moved, seconded by Melissa Schmidt, that the non-GRS RDAs on the index be approved as submitted except the following submissions: Transportation, RDA 882, and Natural Resources, RDAs 594 and 608, which will be approved as amended. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Paul discussed the history and renewal process for both the County and School District GRSs. Both GRSs sunset in May 2020 and have been granted two extensions due to COVID. He acknowledged and thanked both workgroups for their efforts as this is the first time each GRS has been transferred to the Board approved GRS template. Additionally, extensive work was done to minimize crossover with other GRSs.

Staci Hoffman overviewed the history of the County GRS workgroup. The Board then discussed the County GRS at length. They asked questions and recommended revisions on RDAs throughout the draft. Some of the discussion focused on permanent retentions and options post approval.

Paul Ferguson moved, seconded by Staci Hoffman, that the County General Records Schedule be approved as amended. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Paul overviewed the School District GRS and revisions made based on the Committees questions and comments. He also noted that an extensive revision to the preface was proposed which the Committee had not requested and had not reviewed to date. The proposed revision was included in the pre-meeting materials.

The Board asked questions regarding the current preface, RDAs, and related notes which were answered by workgroup members in attendance. They discussed language in the preface which would require re-submission of the adoption form by all schools. This language is not consistent with current Board policy. The Board revised the language to be consistent with their current policy. The proposed preface language revisions were briefly reviewed and the Board decided to keep the current preface, as amended, and table further discussion of all GRS prefaces, including the proposed School District preface.

Paul Ferguson moved, seconded by Staci Hoffman, that the School District General Records Schedule be approved as amended. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

b. Operations and Training Advisory Committee (OTAC):

- i. **Update on the process of determining the committee's next project:** The Committee Chair, Julie Landrie, reported the Committee met on February 7, 2023. She reviewed the responses received to the survey and overviewed common themes. From the responses received the Committee noticed a general lack of knowledge about which entities play what role in Wisconsin records management. Andrew Baraniak and Kathryn Egeland are working on a draft document to assist with finding the appropriate resource for records management questions for the Committee to review during their second quarter meeting. Board members asked questions about responses received. The Board Chair thanked the Committee for their work on the survey and everyone that responded. The Committee may have future projects to propose to the Policy and Governance Committee based on the survey results.

- 4) Annual Elections of Public Records Board Officers:** Julie Landrie moved, seconded by Staci Hoffman to elect Board Officers as follows: Chair – Paul Ferguson; Vice-Chair – Melissa Schmidt; Secretary – Abbie Norderhaug. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

- 5) Adjourn:** Paul Ferguson moved, seconded by Julie Landrie, that the meeting be adjourned. The motion was approved. Meeting adjourned at 4:26 PM.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Next scheduled meeting: June 12, 2023.